APPENDIX XLV.

B. C. S. R. FORM No. 2.
F. R. FORM No. 2.

[*See* Rule 697.]

LEAVE-SALARY CERTIFICATE FOR LEAVE-SALARY PAYABLE AT THE ~~HOME TREASURY~~. S&A 120.

(Obverse.)

Leave-salary certificate of _____

of the _____ proceeding on _____

to _____

1. Government under which employed. 1.
2. Substantive appointment ... 2.
3. Officiating appointment (if any) ... 3.
4. Statement of present leave ... 4.

Nature of leave (specifying periods on average pay, half average pay and quarter average pay separately).	Y.	M.	D.	From	To	Monthly rate of leave-salary (and allowance, if any) subject to the deductions noted on the reverse.	Article and clause of the Fundamental Rules or other Regulations.

5. Place of payment ... 5.

6. Date from which first payment is to be made. 6.

7. Amount (if any) paid in advance. .. 7.

8. Government and head of account to which the payment is debitable. 8.

9. Date of leaving India ... 9.

10. Date on which the Government servant will, during the currency of leave, complete the term of service or attain the age after which, by any rule he is required to retire from the service, as for instance 55 years of age. 10.

11. Period for, and terms, on which leave may be extended, or commuted otherwise than on extraordinary leave. 11.

granted

may be extended on / without

medical certificate / medical certificate on same

leave-salary by

(*Further particulars required in the case of Military officers in Civil Employ*).

12. Date of commencement of pension service. 12.

13. Date of entry under Civil Leave Rules. 13.

14. Amount of leave at credit at commencement of present leave. 14.

{Earned in respect of service under Military rules.
Earned in respect of service while under Civil rules.

15. Date of being struck off duty. 15.

Y.	M.	D.

(Reverse.)

16. DEDUCTIONS TO BE MADE.

		Rates.	
Indian $\frac{\text{Civil}}{\text{Military}}$ Service Family Pensions or Indian Military Widows' and Orphans' Fund or Superior Service (India) Family Pension Fund Subscription.	For $\frac{\text{wife}}{\text{self}}$	£	per mensem from
	,, Sons	£	,, ,,
	,, daughters	£	,, ,,
	Total	£	

A balance of donation $\frac{\text{on}}{\text{for}}$ £ and interest is recoverable at £ a month from—

General Provident Fund

Indian Civil Service Provident Fund Deductions (if any)

(*Signature*)

Place

Date

---

*In cases of subscribers to Indian Civil Service Family Pensions and Superior Services (India) Family Pension Fund interest accrued in India to be given here.

Abbreviations.

M. C.	..	Medical Certificate.
E.C.A.	..	Exchange Compensation Allowance.
Y. M. D.	..	Years, Months, Days.
Art.	..	Article.

NOTES.

1. Distinguish leave granted on medical certificate, from leave granted without medical certificate and if the leave, though technically of the latter description, was granted in consequence of the production of a medical certificate or on medical grounds, mention the fact.

2. Except in the case of Chaplains, leave-salary should be stated in whole rupees only a month (fractions being omitted and the next higher rupee taken where the fraction exceeds half) and not in pounds a year: and in entering "the rate of leave-salary" it should be stated, in the first place, without

reference to the maximum or minimum, applicable, and then, if a maximum or minimum applies or if the leave-salary is such that a future change in the current rate of exchange may render a maximum or minimum applicable, the words should be added " subject to a maximum (or minimum) of," etc.

3. The ordinary rate of conversion will be the rate of exchange for telegraphic transfer from Calcutta on London on the day on which each monthly payment is made subject to a minimum rate of 1*s.* 4*d.* per rupee in respect of leave-salary drawn on account of the first four months of leave on average pay and of 1*s.* 6*d.* per rupee in other cases. The maximum rates of leave-salary are those prescribed in Rule 759 and the minimum rates those prescribed in Rule 760.

4. It must be shown whether a Government servant is entitled to the full amount of leave permited by the rules.

5. In line 7 the Articles of the Fundamental or other Rules under which the advance is made should be mentioned.

6. The date on which any Government servant will, during the currency of leave, complete the term of service, or attain the age after which by any rule he is required to retire from the service, should be shown in line 10.

7. These rules apply also to leave-salary certificates granted to non-gazetted Government servants when they proceed on leave out of India and draw their leave-salary out of India.

In such cases the fact that the Government servant is a non-gazetted Government servant should be noted against entry No. 2.

8. In preparing the leave-salary certificate of the subscribers to the Indian Military Service Family Pension Regulations and to the Indian Military Widows' and Orphans' Fund, who take leave under the Fundamental Rules, the instructions given in Government of India, Finance Department, No. 914-F.E., dated the 10th May 1922, should also be observed, viz., the leave-salary certificate should show clearly the rate of leave-salary, the monthly maximum of average pay, whether it is likely to become effective or not and the period for which the leave-salary is not subject to the monthly maximum

9. The following particulars should be noted in line 8:—

(1) the major, minor and detailed head of account;

(2) whether debitable to Central or Provincial revenues; if the latter, the name of the Provincial Government;

(3) whether the expenditure is " voted ", " non-voted " or " charged ".

When the head of account to which the leave-salary is debitable during extensions of leave differs from the head to which it was debitable during the period of leave originally granted, this fact should be indicated.

10. In line 11, if the leave granted is less than 22 months, calculations up to 28 months absence only may be given in the first instance, and as soon as the leave is extended so as to bring the total period of absence from duty to 22 months or more, an amendment to the original leave-salary certificate should be issued at once showing the amount of further leave due on medical certificate beyond 28 months.

11. In the case of Government servants to whom the rules regarding the grant of Passages to Civilian Personnel of British Domicile engaged for service in India apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

12. In all English leave-salary certificates the particulars of all outstanding advances (including passage advances) should be noted under item 16, and in the case of Motor Car and similar advances the date from which the recovery of monthly instalments should be effected should be stated.

13. With the exception of privilege leave earned in a Civil Department which should be taken first, a Military Officer in Civil employ may set off the leave he takes against the civil leave or military leave at his credit, as he likes. A definite election in the matter should be obtained from all such officers and the election should be noted in the leave-salary certificate.

14. Where subscriptions or recoveries relate to sterling branches of Provident Funds, this should be indicated clearly under item 16.

B. C. S. R. Form No. 2-A.
Form No. F. R. 2-B.

[*Note.*—Forms supplied in bound books.]

[*See* Rule 693.]

No. of 19 .

Leave-salary Certificate for Leave-salary payable in India.

Mr. of the , having been granted leave for a period of years months and days under order No. dated the , is hereby allowed to draw his leave-salary from the treasury from the 19 .

2. Monthly rate of leave-salary—

Nature of leave specifying periods on average pay, half average pay and quarter average pay, respectively.	From	To	Y. M. D.	Monthly rate of leave-salary.	Remarks.

3. He may be paid (1) pay from to at Rupees per mensem, and (2) allowances from to at Rupees per mensem.

4. The payment should be debited to

*5. The following deductions are to be made from the leave-salary :—
General Provident Fund.
Postal Insurance Fund.
Income Tax
Other deductions, e.g., advances, etc.

Signature..... ....

Designation .....

Forwarded to
Through the
Office of the
Dated at the

Signature.....

Designation.....

*Where the deductions relate to sterling branches of Provident Funds this should be indicated clearly under item 5.

B. C. S. R. Form No. 3.
F. R. Form No. 4.

[*See* Rule 698.]

Audit Officer's letter to the Government servant proceeding on leave out of India.

To

Sir,

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a leave-salary certificate to enable you to draw your leave-salary.

Here enter number and date of the order, name of the authority granting the leave and pages of the Gazette in which the leave is notified.

2. To enable me to prepare your leave-salary certificate, it is necessary that you send me the information asked for in the enclosed B. C. S. R. Form No. 4. / F. R. Form No. 5. and also your formal certificate of giving over charge of your office, date and hour, at your earliest convenience.

3. If you are in or intend to pass through (audit officer's station) your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 5 below on your calling personally at my office, and presenting a last-pay certificate from the officer from whom you last drew your pay and allowances. Otherwise, I shall cause the leave salary certificate to be delivered to you, and the pay and allowances to be paid through the officer from whom you draw your pay and allowances.

4. Leave-salary due for the first four months of leave on average pay taken by itself or in combination with other leave may be drawn either in India or out of India. If you desire to draw it in India a separate leave-salary certificate for this portion of the leave will be issued, but you will be allowed to draw the pay and allowance for the broken period of the month up to the date of relief only at the commencement of the next month along with the leave-salary for the rest of the month.

5. If you wish to draw your leave-salary in India under the provision of paragraph 4 above, you should either grant your Agents a power-of-attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund overpayments should be furnished by your Agents unless they have executed a general bond of indemnity.

(*Note.*—Paragraphs 4 and 5 do not apply to non-gazetted Government servants who have to draw their leave-salary through the Head of the office and should be omitted from the letters addressed to them).

6. I send herewith a copy of a memo of information for the guidance of Government servants proceeding on leave out of India and a blank form B. C. S. R. Form No. 6 / F. R. Form No. 7. of the date of leaving India to be signed and sent to me from the first port at which your vessel touches.

7. If you wish to draw your leave-salary in a colony, please send me three specimen of your signature.

Accountant General,

B. C. S. R. FORM No. 4.
F. R. FORM No. 5.

[*See* Rule 698.]

Information required by the Audit Officer before the leave-salary certificate can be drawn up.

(This form should be returned duly filled up to the Audit Officer one clear week before the date of making over charge.)

1. On what date do you intend to make over charge of your office ?	1.
2. Before or after-noon ?	2.
3. At what port do you intend to embark ?	3.
4. By what ship will you sail, and on what date ?	4.
5. In what country do you wish to draw your leave-salary during leave on average pay for a period not exceeding four months, if any, at the commencement of your leave ? If in India, at what treasury ?	5.
5-A. In what country do you intend to spend vacation or/and holidays ? If out of India, in what country do you intend to draw your pay (and allowances) during vacation or/and holidays ?	5-A.

(*N.B.*—The words within brackets above should be scored out by the audit officer in all cases in which allowances are not payable out of India).

6. What is your address in England or in India or elsewhere to which your leave-salary certificate to enable you to draw your leave-salary, may be sent in case it is not handed over to you before you go on leave ?	6.

7. (*a*) What advance, if any, do you require now ?	7. (*a*)
(*b*) Do you desire to adjust the advance in India or in England ?	7. (*b*).
8. Do you intend to pay your Family Pension Fund subscriptions (specify the name of the Fund or Funds) in England or in India by deduction from your leave-salary ? (*See* rules 8 to 11-A of Appendix XLVI).	8.
9. Do you wish to subscribe to the General or any other Provident Fund ? If so, to which and for what period of your leave and at what rate ? Do you propose to refund during leave the advance, if any, withdrawn from the Fund ?	9.

Nos. 3 and 4 are for Government servants to whom the leave rules in sections I to V of Chapter XV are not applicable.

No. 5 Leave-salary due for the first four months of the period of leave on average pay, if any at the commencement of any period of leave out of India can be drawn in or out of India at the Government servant's option. In India it can be drawn only on the first of each month in arrears by an authorized agent under a guarantee bond or on production of a life certificate. The allowances for a broken period of a month may be drawn any time after the expiration of the leave.

No. (7*a*) is for military officers subject to the Military Leave Rules and Chaplains only.

No. 7 (*b*) is for Military Officers subject to the Military Leave Rules only.

No. 8 is for members of the Indian Civil Service only.

***Note* 1.—In the case of non-gazetted Government servants to whom Note 11 to $\frac{\text{B.C.S.R. Form No. 2}}{\text{F. R. Form No. 2}}$ or Note 4 to $\frac{\text{B. C. S. R. Form No. 13}}{\text{G. I. S. R. Form No. I-A}}$ applies an additional question should be inserted to obtain the information required under that note.**

***Note* 2.—With the exception of privilege leave earned in a Civil Department which should be taken first, a Military Officer in Civil employ may set off the leave he takes against the civil leave or military leave at his credit, as he likes. When $\frac{\text{B.C.S.R. Form No. 4}}{\text{F.R. Form No. 5}}$ is sent to such an officer, question 10 should be added in manuscript.**

"Is the leave to be set off against the military leave or against civil leave at your credit ?". The answer should be noted on his leave-salary certificate.

***Note* 3.—Where subscription or recoveries relate to sterling branches, this should be indicated clearly against question 9.**

Dated at———————— (Signature) ————————

The————————of————————19 (Designation)————

To the Accountant General————————

B. C. S. R. FORM No. 5. *Cancelled.*
F. R. FORM No. 6.

B. C. S. R. FORM No. 6.
F. R. FORM No. 7.

[*See* Rule 690.]

Report of actual sailing.

From

_____

_____

To

THE ACCOUNTANT GENERAL,_____

Sir,

I have the honour to report that I sailed from India by the steamer "_____ _____", class_____which left_____on_____ day the_____of_____19_____.

I have, etc.,

(Signed)

Noted and forwarded to the Secretary to the Government of_____ Department.

Accountant General.

The_____19 .

_____

B. C. S. R. FORM No. 7.
F. R. FORM No. 8. *Cancelled.*

B. C. S. R. Form No. 8.
F. R. Form No. 9.
[*See* Rule 649.]

*Leave Account of*_____

Duty.					Leave earned.			Leave at credit (2 + 7).			LEAVE TAKEN												Total 4 + 5 (b).			Balance (3—6).			Signature of attesting officer.
											On average pay.					On half or [illegible] pay.													
																		Actual period (a)			Period converted to leave on average pay (b).								
1					2			3			4					5							6			7			8
From	To	Y.	m.	d.	Y.	m.	d.	Y.	m.	d.	From	To	Y.	m.	d.	From	To	Y.	m.	d.	Y.	m.	d.	Y.	m.	d.	Y.	m.	d.	

Instructions.

(1) The account is to be maintained in terms of leave on average pay.

(2) In the case of Government servants already in Government service the first entries, i.e., the entries that should be made on 1st January 1922, or from the date on which the Government servant concerned elected to come under the Fundamental Rules, should be in columns 3, 4 and 5, the entries to be made in accordance with Rules 732 and 733 of the 2nd Edition of the Bombay Civil Services Rules Manual.

(3) When a Government servant applies for leave, columns 1 to 3 are to be filled up for arriving at the leave at his credit. The period of leave shown in column 3 should be arrived at by adding the new entry in column 2 to the last previous entry in column 7.

(4) When a Government servant returns from leave, columns 4, 5, 6 and 7 will be filled up. The portion of the leave on half or quarter average pay will be entered in column 5 (*a*) and this period divided by 2 is the entry to be made in column 5 (*b*).

(5) The maximum prescribed in Bombay Civil Services Rule 736 (*a*) will be applied to the entries in column 3, and once the entry in that column has had to be reduced owing to the maximum having come into operation, the subsequent additions in column 2 should be limited to 1/11th of the periods of duty. The maximum in Bombay Civil Services Rule 736 (*b*) should be applied to the totals of the periods in column 4.

(6) If a Government servant passes from under the ordinary to the special leave rules, a new leave account must be opened.

(7) When a Government servant is transferred for service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account, which must be a complete record of all leave earned and taken under these rules throughout his service.

B. C. S. R. Form No. 9.
F. R. Form No. 9-A.

[*See* Rule 649.]

Ordinary Leave Rules.

Leave Account of———————— Date of attaining the age of 55/60 years————————

Date of commencement of service———————— Date of coming under Civil Leave Rules————————

Date of contract, if any————————

Duty.			Leave earned.		Leave at credit.			LEAVE TAKEN.							Balance (on return from leave).			
								On average pay.				On half or quarter average pay.						
			1/11th of duty subsequent to coming under Fundamental Rules. [Rule 736 (b) (ii)].	Balance of 2/11th of duty subsequent to coming under Fundamental Rules.	1/11th of duty subsequent to coming under Fundamental Rules. [Rule 736 (b) (ii) (Cols. 16 + 4).]	Balance of 2/11th of duty subsequent to coming under Fundamental Rules Cols. 17 + 5).	Total (Cols. 6 + 7).	Dates.	Against entries in Col.	Against time of one year or leave on m. c. and leave spent elsewhere than in India Ceylon, Nepal, Burma, or Aden [Proviso to Rule 736 (b) (ii)].	Dates.	Actual period.	Actual period converted into period in terms of leave on average pay.	Total (Cols. 10 + 11 + 14).	Of leave, equivalent to 1/11th of duty subsequen etc. coming under Fundamental Rules. [Rule 736 (b) (ii). (Col. 6—10)].	Of leave equivalent to balance 2/11th of duty subsequent to coming under Fundamental rules (Col. 7)— Cols. (11 + 14).	Total (Cols. 8—15).	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Government served under	om	To	Y m d	Y m d	Y m d	Y m d	Y m d	From	To	Y m d	Y m d	From	To	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	

The rules quoted in this form and the Rules contained in the 2nd Edition of the Bombay Civil Services Rules Manual, Volume I.

B. C. S. R. Form No. 9-A.

[*See* Rule 649]

(*Ordinary Leave Rules.*)

Leave Account of———————

Date of attaining the age of 55/60 years———————

Date of commencement of service———————

Date of coming under Civil Leave Rules—

Date of contract, if any———————

Duty.			Leave earned.		Leave at credit.			LEAVE TAKEN.						Balance (on return from leave).			
								On average pay.			On half quarter average pay.						
			1/11th of duty subsequent to coming under B. C. S. R. 736 (b) (ii) (2).	Balance of 3/22nds of duty subsequent to coming under B. C. S. Rs.	1/11th of duty subsequent to coming under B. C. S. R. 736 (b) (ii) (2) (Columns 16 + 4).	Balance of 3/22nds of duty subsequent to coming under B. C. S. Rs. (Columns 17 + 6).	Total (Columns 6 + 7).	Dates.	Against entries in column 6.	Against limit of 6 months on medical certificate and leave spent elsewhere than in India Ceylon, Nepal, Burma or Aden, [B. C. S. R. 736 (b) (ii) (2) proviso (b)].	Dates.	Actual period.	Actual period converted into period in terms of leave on average pay.	Total (Columns 10 + 11 + 14).	Of leave equivalent to 1/11th of duty subsequent to coming under S.R. 736 (b) (ii) (2) (Columns 6—10).	Of leave equivalent to the balance of 3/22nds of duty subsequent to coming under B. C. S. Rs. (Col. 7)—(Cols. 11 + 14).	Total (Columns 8—15).	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Government served under	From	To	Y m d	Y m d	Y m d	Y m d	Y m d	From	To	Y m d / Y m d	From	To	Y m d	Y m d	Y m d	Y m d	Y m d	

Note.—The general instructions for filling in B. C. S. R. Form 9 should be followed in filling in this Form.

Instructions for filling up $\frac{\text{B. C. S. R. Form No. 9}}{\text{F. R. Form No. 9A.}}$

1. The Account is to be maintained in terms of leave on average pay. For this purpose, actual periods of leave taken on half or quarter average pay as entered in column 13 should be divided by 2 and posted in column 14.

2. When a Government servant applies for leave, columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the Government servant intends to go on leave, and columns 4 and 5 should each show 1/11th of this period (but see Note 2 below), the sum total of the two entries representing the period of leave (i.e., 2/11ths of duty) earned under Rule 732 (*a*) (*ii*). To the new entry in column 4 should be added the last entry in column 16 and the resultant figure should be posted in column 6; similarly to the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

Note 1.—If during the period of duty prior to a Government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4 and the the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8.

Note 2.—The sum total of the entries in column 5, should not exceed 2½ years [*vide* Rule 736 (*a*) (*i*) (*ii*)] and no entry should be made in this column when the limit of 22 years is reached.

When columns 1 to 8 have been posted, column 8 will show the *maximum* amount of leave which may be granted *in terms of leave on average pay* [but see Rule 736 (*d*)], to a Government servant on the date on which he intends to go on leave. The *maximum* amount of leave *on average pay* which may be granted on that date with medical certificate or out of India, Ceylon, Nepal, Burma or Aden will be the sum total of the last entry in column 6, and the unspent balance of "one year" limited to 8 months at a time, provided this sum total is covered by the period entered in column 8; in the case of leave in India, Ceylon, Nepal, Burma or Aden without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in Note 1 to Rule 736 (*b*).

3. When a Government servant returns from leave, columns 9 to 18 should be filled up. The period of leave taken on average pay should be entered in columns 9, 10 and 11, that taken on medical certificate or spent elsewhere than in India, Ceylon, Nepal, Burma or Aden should be entered in column 11 till the limit of one year is reached and thereafter in column 10. When a period of leave on average pay taken on medical certificate or spent elsewhere than in India, Ceylon, etc., is combined with a period of other leave on average pay, the two periods should, for so long as the limit of one year is not reached, be treated as constituting separate spells of leave and the actual period of each kind of leave entered in columns 10 or 11, as the case may be. The actual periods of leave on half or quarter average pay and overstayal of leave (*vide* Rule 645) should be entered in column 13 and one-half of it in column 14.

Note.—If the leave taken on half average pay exceeds the amount at credit on half average pay, the excess should be shown in red ink in column 17. If this debit shown in column 17 exceeds the credit, if any, shown in column 16, the net debit in column 18 will be recorded in red ink. The entry in column 18 is the leave due under Rule 735. The balance of leave due on average pay shown in column 16 remains unaffected by any debit entries in columns 17 and 18, but cannot be utilised until, under the operation of Rules 732 and 736 (*e*) leave again becomes due under Rule 735 and then only to the extent of the leave due.

4. The total period of leave in terms of leave on average pay taken in a Government servant's whole service as entered in column 15 should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules *plus* all period of leave subsequently entered in that column *plus* 2½ years.

5. When a Government servant is transferred to a service under another Government, a separate account should be opened in $\frac{\text{B C. S. R. Form No. 8}}{\text{F. R. Form No. 9}}$ for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

B. C. S. R. Form No. 10.

(*See* Rule 661.)

Medical Certificate for Gazetted Officers.

Statement of the Case of

Name. (To be filled in by the applicant in the presence of the Presidency or Civil Surgeon or District Medical Officer or official medical attendant.)

Appointment.

Age.

Total Service.

Service in India.

Previous periods of leave of absence on Medical Certificate.

Habits.

Disease.

I, Surgeon of
Medical Officer at
District Medical Officer at

or of after careful personal examination of the case hereby certify that is in a bad state of health and I solemnly and sincerely declare that according to the best of my judgment a period of absence from duty is essentially necessary for the recovery of his health and recommend that he may be granted month's leave with effect from

Dated

The Presidency or Civil Surgeon
or Official Medical Attendant
or District Medical Officer.

Note.—This form should be adhered to as closely as possible and should be filled in after the signature of the applicant has been taken. The Certifying Officer is not at liberty to certify that the applicant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificate should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Medical Board to decide the question of his fitness for service.

B. C. S. R. FORM No. 11.

[*See* Rule 674.]

Signature of applicant——————————

(*Medical certificate for non-gazetted officers recommended for leave or extension or commutation of leave.*)

I, after careful personal examination of the case whose signature is given above is suffering hereby certify that from and I consider that a period of absence from duty of with effect from is absolutely necessary for the restoration of his health.

Dated Government Medical attendant or other

The registered practitioner.

Note 1.—The nature and probable duration of the illness should be specified, *vide* Rule 674 (*a*).

Note 2.—This form should be adhered to as closely as possible, and should be filled in after the signature of applicant has been taken. The Certifying Officer is not at liberty to certify that the applicant requires a change to (or from) a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Medical Board to decide the question of his fitness for service.

Second Medical opinion (*if called for by the authority competent to sanction leave*).

Presidency or Civil Surgeon or District Medical Officer.

Note.—Should a second medical opinion be required, the authority sanctioning the leave should arrange for the second medical examination to be made at the earliest possible date. The Presidency or Civil Surgeon's or the District Medical Officer's opinion, both as to the facts, of illness and the necessity for the amount of leave applied for, should be recorded. He may require the applicant to appear before him or before a medical officer nominated by him, *vide* Rule 674 (*b*) and (*c*).

B. C. S. R. FORM No. 12.

Admission and Discharge Certificate—

Name of Practitioner—

Hospital
Dispensary

Name of Patient— Signature of applicant—

Number in register—

Date of admission— This is to certify that

Date of discharge— whose signature is given above was admitted.

Probable number of days required for recovery—

as a patient on
and that the nature of his complaint is such as to preclude him $\frac{\text{wholly}}{\text{partially}}$ from discharging his duties.

He was discharged on

Name—

Rank—

Designation—

Note.—The signing officer should state (1) whether he is the Chief Medical Officer of the Station or otherwise or (2) whether he is a registered medical practitioner and whether a specimen of his signature is lodged with the Registrar, Bombay Medical Council.

B. C. S. R. FORM No. 13.
G. I. S. R. FORM No. 1-A.

(*See* Rules 697, 699, 710 and 714.)

Colonial Leave Salary Warrant.

Debitable $\frac{\text{Civil}}{\text{Military}}$ estimates.

(For Uncovenanted Services.)

(*Observe.*)

Warrant No. of 19 .

Mr. having been granted leave for a period of months and days under the orders of the Government of is hereby allowed the privilege of drawing his leave-salary at from

2. His leave-salary will be as shown below and will be payable monthly in sterling converted from rupees at 1*s.* 6*d.* a rupee but will be subject to the following maxima and minima :—

Period.	Rate in rupees a month.	Minimum rate of exchange. "	Maximum £ a month.	Minimum £ a month.
From to ..				
From to ..				
From to				

3. The payments should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading :—

4. The paying officer is requested to take steps to ensure that when the Government servant returns to India he draws leave-salary in the Dominion or Colony up to the day before that on which the vessel by which he returns is due to arrive at the Asiatic port of disembarkation.

5. The following deductions are to be made from the leave-salary of each month before payment :—

Superior Services (India) Family Pension Fund—

Rates.

Wife	...	...	...	per month from
Sons ...	...	...	...	do.
Daughters	...	...	...	do.
Arrears, if any	...		...	...
Interest ...	...	...	...	...

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Dated at Accountant General.

The *19*

(*Reverse.*)

Name, rank and description of payee.	Period for which payment is made.	Monthly rate.	Amount.	Signature of paying officer.	Receipt of payee.
		£ *s.* *d.*	£ *s.* *d.*		

MO-II Bk H 696—20

One copy of this warrant will be retained by———————and will be given up to the Audit Officer in India on his return to India. Each payment will be recorded on the reverse of the copies kept by the Colonial Disbursing Officer and by ———————————and will be certified by the paying officer and receipted by———————————.

Note 1.—Leave-salary is payable in rupees to Government servants residing in Ceylon, Burma Aden during their leave (Rule 761).

Note 2.—The signature of the Government servant concerned should be obtained on the "original" copy of the warrant.

Note 3.—The rate of conversion will be 1*s.* 6*d.* The maximum rates of leave-salary are those prescribed in Rule 759 and the minimum rates those prescribed in Rule 760.

Note 4.—In the case of Government servants to whom the rule regarding the grant of Passages to Civilian Personnel of British Domicile engaged for service in India apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII, on returning to India.

Note 5.—The paying officer, except in the case of a Dominion or Colony which accounts direct to India, is requested to advise the High Commissioner for India, India House, Aldwych, London, W. C. 2, promptly on the officer's departure from such Dominion or Colony, whether for India, England, or any other Dominion or Colony, giving particulars of amounts of pay issued and of any deductions therefrom.

Note 6.—The particulars of all outstanding advances (including passage advances) should be noted under item 5. In the case of motor car and similar advances, the date from which the recovery of monthly instalments should be effected should be stated.

B. C. S. R. Form No. 14.
G. I. S. R. Form No. II.

[*See* Rules 701, 721, 725 and 726.]

Certificate of Leave.

Granted to———————proceeding out of India.

1. Government under which employed ———————
2. Post last held ———————
3. Nature of leave granted———————
4. Date of commencement of leave———————
5. Date of expiry of leave———————
6. Whether a medical certificate of fitness must be produced before return to duty———————
7. Amount of leave, expressed in terms of leave on average pay, at the Government servant's credit on the expiry of the present leave———————
8. Period of leave on average pay which might, under Rule 736, be granted if the present leave were extended ———————
9. Date of coming under Civil leave rules ———————
10. Amount of leave at credit at commencement of present leave :
    Earned in respect of service under Military rules———————
    Earned in respect of service under Civil rules———————

Place——————— Signature ———————

Date——————— Audit Officer.

Note 1.—No leave-salary is payable on this certificate.

Note 2.—This certificate must be produced before the High Commissioner, with any application for an extension of leave, or permission to return to duty or the grant of a last-pay certificate.

B.C.S.R. Form No. 15 : *See* Appendix XIV-B.

No. 121

Pages 307–308, Appendix XLVI—

Substitute the words "United Kingdom Treasury" occurring in Rules 2, 7 and 10 in this Appendix.

(G.M., 2736/33-C, dated 16th October 1948.)

[Correction No. 121, Financial Publication No. V, 3rd Edition (Reprint), Volume II, dated 20th January 1950.]